

San Diego County Children and Families Commission

Grant Funding Process Checklist

Contractor Name: _____ Effective Date: _____
 Project Name: _____ Contract Term: _____
 New Contract: _____
 Contract Renewal: _____

	YES	NO
Section A. All grants being considered for award or renewal by the Commission must:		
1. Support the vision, mission, values and operating guidelines of the Commission that every child will enter school physically, mentally, socially and developmentally ready to learn.		
2. Serve the population of children ages zero to five and their families.		
3. Addresses one or more of the Commission's desired results		
"Children are born healthy"		
"Children remain healthy"		
"Children are learning"		
"Child care/early education is high quality"		
"Child care/early education is accessible"		
"Children are in safe supportive environments"		
"Children are in optimal physical environments, including tobacco-free"		
4. Funding does not supplant existing funding streams.		

Section B. Unsolicited Grants must also meet one or more of the following criteria:		
1. The funding opportunity will provide an opportunity to leverage funds from other sources.		
2. The service or program to be funded will address an immediate need of the population to be served.		
3. The service or program to be funded has a unique curriculum or specialized staff/knowledge/equipment for the population to be serve.		

Section C. Targeted Needs Grants must also meet the following criteria:		
1. Funding is appropriate and it is not economical or necessary for the Commission to approve of the grants selected or consider specific grants.		
2. Commission staff has identified available funds from the approved allocation plan.		
3. The Commission has provided the Executive Director with specific criteria for identifying successful applicants and distributing funds.		

Section D. Renewal of existing grants must also meet ALL of the following criteria:		
1. The program or services to be provided are consistent with desired results; and		
2. Commission staff can identify a funding source from the Commission's approved allocation plan; and		
3. The outcomes to be achieved by the program have been met; and		
4. Grantee has developed a viable sustainability plan.		
Unsolicited or targeted need grants must also meet the following criteria:		
5. Grantee must have identified an additional, continuing and greater unmet need for the population to be served.		